

Wisconsin Forward Exam Spring 2016 Checklist

PRIOR TO TESTING

Review the following manuals and guides:

- [Test Administration Manual](#)
- [District and School Assessment Coordinator Guide](#)
- [eDirect Guide – Students and Testing](#)

Student Test Tickets and Rosters

- Review the Student Test Roster to ensure all students scheduled to test are included, and that all student information is correct. As necessary, edit incorrect student information in Manage Students and reprint the Student Test Ticket.
- Students missing from the Student Test Roster may not have been assigned to a Test Session. Follow instructions in the eDIRECT Guide to add students to Test Sessions and reprint Student Test Tickets. You may print tickets for individual students.
- Student Test Tickets are printed eight (8) students to a page. Once tickets have been printed, cut and separate the individual test tickets. Store all test tickets in a secure location until the test is administered.

Tech Set-up

- Review the [Spring 2016 Wisconsin Forward Exam Technology Coordinator Checklist](#)
- Ensure that the volume is adjusted on each computer that will be used for the ELA listening section, TTS, and VSL. Once the student logs in to the test, they will not be able to change the volume unless they log out and log back in.
- The student username and passwords are not case sensitive

Chromebook Management

- Managed Chromebooks set up in Public Session Kiosk mode must be set to “Do not allow Public Session Kiosk” in the Google Admin Console.
- Managed Chromebooks set to erase local user data should be set to “Do not erase all local user data.”